# PRE-INTERVIEW QUESTIONNAIRE

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| --- | --- |
| **Position Applying For:** |  |
|  |
| **1. General Information** |
| **Title** | **First Name** | **Middle Names** | **Family Name** |
|  |  |  |  |
| **Date of Birth** | **Country of Birth** | **Nationality** |
|  |  |  |
| **Marital Status** | **Gender** |  |
|  |  |
| **2. Contact Information** |
| **Current Address:** | **Permanent Address (If Different):** |
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|  |  |
|  |  |
|  |  |
| **E-Mail Address :** |  |
| **Contact Numbers:** | **Country Code:** | **Area Code:** | **Number** | **Extension** |
| **Home:** |  |  |  |  |
| **Work:**  |  |  |  |  |
| **Mobile:** |  |  |  |
| **Fax/e-mail:** |  |  |  |  |

**3. Languages.** (Please indicate the language and level of proficiency)

|  |  |  |
| --- | --- | --- |
| **Language** | **Level of Spoken Ability** | **Level of Written Ability** |
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|  |  |  |
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**4. Education**

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| --- |
| **A) High School** |
| **Name of Institution** | **Country** | **Duration of Course** | **Date Completed** | **Qualification Obtained** |
|  |  |  |  |  |

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| --- |
| **B) Under-Graduate Studies (Ex. Diploma; Bachelors etc)** |
| **Name of Institution** | **Country** | **Duration of Course** | **Date Completed** | **Qualification Obtained** |
|  |  |  |  |  |
| **C) Internship** |
| **Name of Institution**  | **Country** | **Duration** | **Start Date (MM – YYYY)** | **Start Date (MM – YYYY)** |
|  |  |  |  |  |

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| --- |
| **D) Post-Graduate Studies (Ex. Masters Degree; PHD etc)** |
| **Name of Institution** | **Country** | **Duration of Course** | **Date Completed** | **Qualification Obtained** |
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**5. Employment**

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| --- |
| **Current Employment** |
| **Position** | **Start Date** | **End Date** | **Company Name** | **Country** |
|  |  |  |  |  |
| **Reason for Leaving** |  |
|  |

**6. References** *(Please provide the details of recent professional referees )*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Company Name** | **Position in Company** | **Telephone**  | **E-mail Address** |
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# Financial Information (Section Must be complete)

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| --- | --- |
| **Notice Period** |  |
| **Current Salary (Gross)** |  |
| **Current Salary (Net)** |  |

|  |  |
| --- | --- |
| Car Allowance / Fuel Allowance or Company car? |  |
| Staff Banking rates? If yes, value of loan & rate |  |
| Cell Phone allowance? |  |
| Number of days of leave per annum |  |
| Other benefits not reflected on payslip  |  |
| Any loan work back / payback periods |  |
| Any leave planned? |  |
| Medical Aid Details: |  |
| * Company
 |  |
| * Plan
 |  |
| * Number of dependents (adults/children)
 |  |
| Did you receive a 13th month salary? |  |
| Did you receive a bonus? |  |
| When did you get your last increase? %? |  |
| Did you get shares? |  |
| * Monetary value of shares
 |  |
| * Shares acquired at zero strike or market value
 |  |
| Current bursary commitments (monetary value) |  |

**8. Additional Information.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr.** | **Question** | **YES** | **NO** |
| 8.1 | Does your present employer know that you intend to leave? |  |  |
| **8.2** | **Do you have a criminal record or have you been convicted of a crime?** |  |  |
| **8.3** | **Do you have any pre-existing medical conditions that we need to be aware of?** |  |  |
| **8.4** | **Have you ever had disciplinary actions taken against you by university or employer?** |  |  |
| **If you have answered yes to any of the above, please provide details below:** |
|  |
|  |
| **8.5** | **What period of notice would you have to give to terminate your current employment?** |  |
| **8.6** | **How soon could you commence your employment having received a formal offer of employment?** |  |
|  |  |  |

***\* If you have answered yes to any of the medical questions, please give a detailed explanation. Use the space below and reverse side of this form if necessary.***

**9. Legal Statement, Consent and Signature.**

I authorize Talentstone Africa Partners and its representatives to obtain information from any of my past employers with which I have been associated, and any other persons (including past and present professional liability insurers, individuals, professional or other organizations, licensing authorities, and schools) who may have information pertaining to my character and qualifications. I authorize disclosure to Talentstone Africa Partners and its representatives, of all records and other documents pertaining to me. I hereby release from any liability whatsoever the Talentstone Africa Partners, its owners, officers, employees, agents, and representatives for any action they or any of them may undertake regarding investigating and evaluating my application, credentials and qualifications. I hereby release from any liability whatsoever any persons or entities who provide information to the Talentstone Africa Partners or its representatives concerning my professional competence, ethics, character and any other qualifications.

A copy this authorization and release may be relied on by any person or entity receiving it as if it were an original. I specifically waive written notice that this authorization has been presented to anyone as a condition to disclosure of information pertaining to me, and such information may therefore be provided by anyone upon presentation of this authorization or a copy thereof. Please read the terms and conditions on the next page carefully.

I certify that I have agree to abide by the terms and conditions on this form and that the information provided in this application is true and correct, and I have not failed to disclose any material fact, and understand that any misrepresentation or failure to disclose would constitute reason for summary dismissal.

**Name of Applicant:**

**Date:**

**Standard Conditions for Permanent Candidates – Recruitment Services**

1. All and any business undertaken by Talentstone Africa Partners, (“TAP”) is transacted subject to the terms and conditions hereinafter set out. TAP is acting in the capacity of a recruitment / executive search firm.
2. Upon provision, by the applicant (“Candidate”), of full and accurate Curriculum Vitae, TAP shall, at its sole discretion, send the candidate’s profile to a client for suitable employment position(s) on behalf of the Candidate.
3. Before any search services are provided, the Candidate shall provide TAP with satisfactory evidence of the Candidate’s identity which shall include, but not be limited to, a certified copy of the Candidate’s passport, drivers’ licence or birth certificate.
4. The Candidate shall also provide TAP with:
5. up to date copies of qualifications and/or authorisations; and
6. the names of three referees (who are not relatives of the Candidate) who the Candidate agrees that TAP may approach at any time for obtaining references about the Candidate.
7. The Candidate consents to the disclosure of all relevant information (which is reasonably required to progress any application) including but not limited to copies of qualifications, authorisations and/or references by TAP to the Client.
8. The Candidate shall immediately inform TAP should there be any reason or circumstance under which it would be detrimental to the interests of TAP, the Client or the Candidate for the Candidate to take up a position with a Client.
9. TAP shall be under no obligation to find employment or submit a profile to a client for the candidate.
10. The Candidate shall make full disclosure of any previous or current correspondence with the Client and shall be liable for any non-disclosure that would negatively affect TAP’s fiduciary relationship with the client.
11. The Candidate should not engage in any conduct which is detrimental to the interests of TAP, would negatively affect TAP’s relationship with the Client or is likely to bring TAP into disrepute.
12. The Candidate shall be liable to TAP for any financial loss that may potentially arise from non-disclosure of full information as in Paragraph 8 above.
13. The Candidate having any complaint regarding the recruitment/search services shall have the right to present a complaint in writing to a Director or Senior Manager of TAP.
14. If, following an introduction from TAP, the Candidate receives an offer of employment or engagement to work for or with a Client introduced by TAP, the Candidate shall inform TAP immediately and provide TAP with full details of the offer including a copy of the offer letter/contract of employment if requested.
15. An offer of employment is not made until written details are received from the Client. TAP does not accept any responsibility and shall not be liable for any loss suffered by the Candidate because of the Candidate’s decision to resign from his/her current employment.